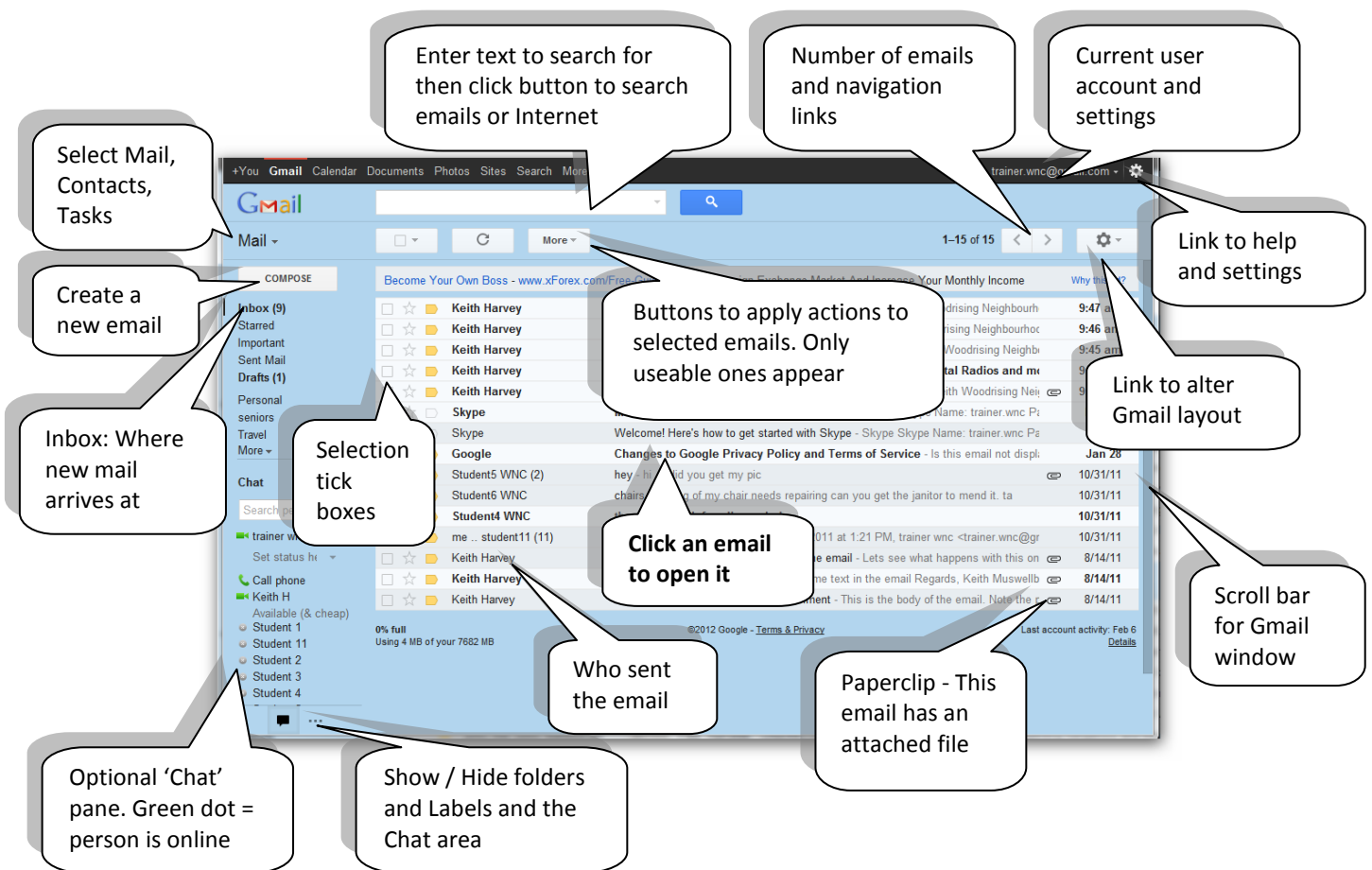
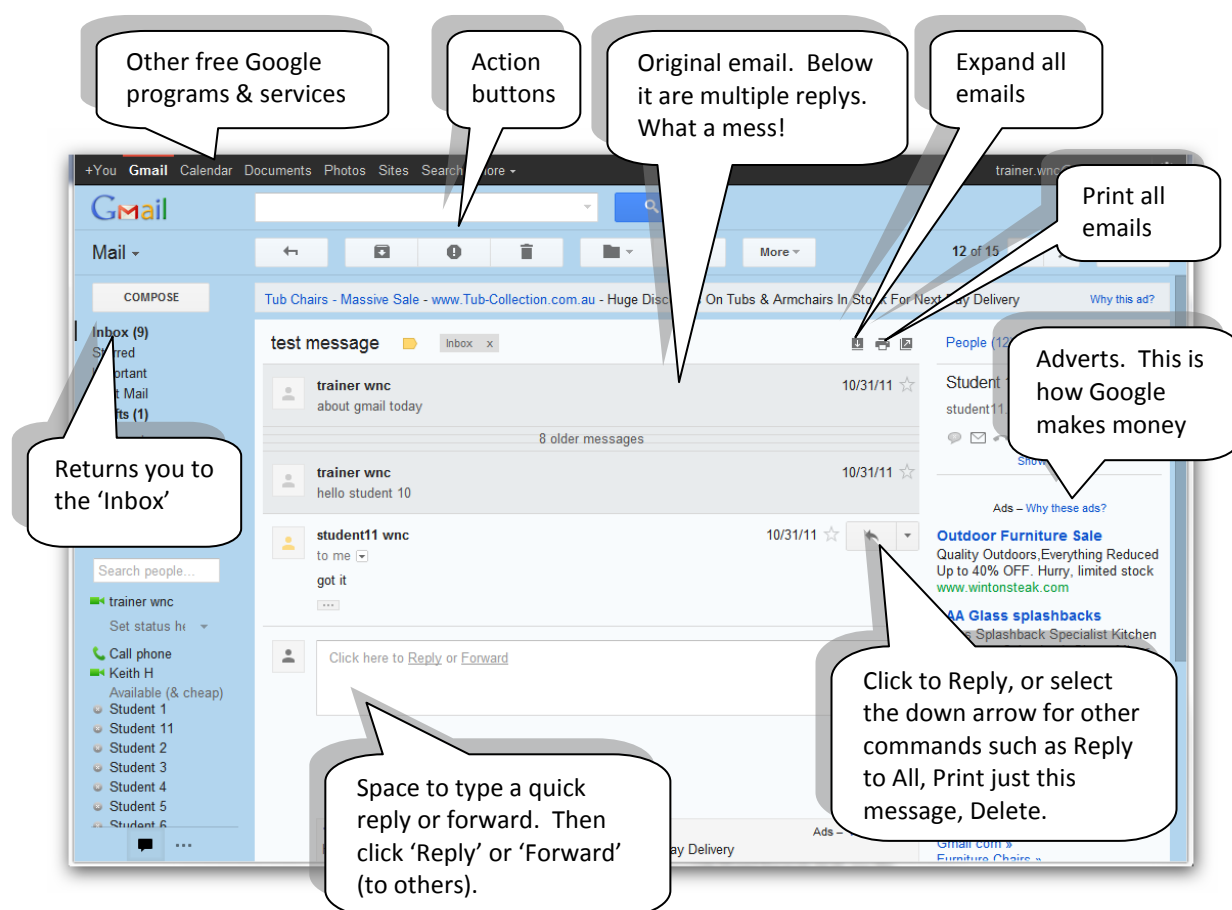


## Typical Gmail Opening Screen (New Layout)



Task	Steps
IF you don't have one then create a free Gmail (aka Google) account and email address	<ul style="list-style-type: none"> <li>Go to <a href="http://www.gmail.com/">http://www.gmail.com/</a> Click on 'Create an Account'</li> <li>Fill in the details required.</li> <li>Note that your 'username' has to be 6-30 characters long and the password a minimum of 8 characters.</li> <li><b>REMEMBER THEM. The password is case sensitive. No spaces.</b></li> </ul>
Go to your Gmail page.	<ul style="list-style-type: none"> <li>Log onto Gmail</li> <li>Find all the items in the above screen dump</li> </ul>
Open an email	<ul style="list-style-type: none"> <li>Open an email by single clicking on it. (there should be a welcoming one from Google at least.)</li> <li>Note how unopened emails are bold text, read ones plain text.</li> <li>To close the email simply click on Inbox</li> </ul>
Delete an email	<ul style="list-style-type: none"> <li>Tick the tick box at the left end of the email to be deleted</li> <li>Click the 'Delete' button</li> </ul>
Recover a deleted email	<ul style="list-style-type: none"> <li>Click the 'Trash' link to show all emails in the trashcan</li> <li>Tick the tick box at the left end of the email to be recovered</li> <li>Click the down arrow on the 'Move To' button and select 'Inbox'</li> </ul>
Browse the Gmail Help	<ul style="list-style-type: none"> <li>Click the 'Help' link (top right corner). Read.</li> </ul>
Add a contact	<ul style="list-style-type: none"> <li>Select 'Contacts' (the dropdown arrow next to 'Mail')</li> <li>Fill in the name and email fields (and any others if you want)</li> <li>Click the 'Save' button</li> </ul>

## Typical Google Email Page



Task	Steps
Open a Gmail email	<ul style="list-style-type: none"> <li>Open an email (when you first join there should at least be a welcoming one from Google)</li> <li>Find all the items above</li> </ul>
Expand / Collapse emails	<ul style="list-style-type: none"> <li>Open an email that has had replies or been forwarded</li> <li>Click the Expand All / Collapse All link</li> </ul>
Print an email	<ul style="list-style-type: none"> <li>Open an email</li> <li>To print a single email, click the dropdown arrow at the top right corner of the email. Then select Print.</li> <li>To print ALL the emails in a series of emails, click the 'Print All' icon.</li> <li>The 'Print Preview of the email will open in an adjacent tab. It often takes a short delay before doing this</li> <li>Adjust the settings in the Print Requestor dialog box that appears.</li> <li>If you really do want to print the email then click Print</li> </ul>

## Create a New Email (or create a Reply or Forward of an existing one)

The image shows the Gmail 'Compose' interface with several callout boxes providing instructions:

- Click when you've finished typing and want to send the email. There is NO Undo ☹️** (points to the 'SEND' button)
- Save and work on it later. It will be saved in the 'Drafts' folder** (points to the 'Save Now' button)
- Abandon this email and delete it completely.** (points to the 'Discard' button)
- Who this email is to be sent to. Type in their email address(s), separated by commas** (points to the 'To' field)
- Click to list your saved Contacts, then select them. Same for CC and BCC fields** (points to the contact selection icon)
- Click for the 'Copy To' (CC) and 'Blind Copy To' (BCC) fields'** (points to the 'Add Cc' and 'Add Bcc' links)
- Spell Checker** (points to the 'Check Spelling' link)
- Subject: What the email is about** (points to the 'Subject' field)
- Link to Attach a File(s) to the email – eg a picture(s) or document(s) . Clear the tick box to 'unattach' it** (points to the 'Attach another file' link)
- Basic text editing and formatting tools / buttons.** (points to the text formatting toolbar)
- This picture has been 'dragged' onto the email. The alternative is to 'attach' it** (points to a penguin image in the body)
- The 'Body' area of an email where you type and edit** (points to the main email body area)

Task	Steps
Create and send an email	<ul style="list-style-type: none"> <li>Click on 'Compose mail' button</li> <li>In the To field type in the email address of a friend (If no friends are handy then send the email to yourself). If sending to more than one person then separate each email address with a comma.</li> <li>In the Subject field type 'A test message'</li> <li>In the 'Body' area type some text.</li> <li>Click the 'Send' button</li> </ul>
Forward an email	<ul style="list-style-type: none"> <li>Click the 'Inbox' button</li> <li>Click on an email to open it</li> <li>Click the down arrow next to 'Reply' and select 'Forward'</li> <li>In the To field type in the email address of a friend (If no friends are handy then send the email to yourself)</li> <li>In the 'Body' area, add any text you want</li> <li>Click the 'Send' button</li> </ul>
Attach a picture to an email and send it.	<ul style="list-style-type: none"> <li>Create / Reply / Forward an email as above but don't send it</li> <li>Click the 'Attach a File' link.</li> <li>Locate the picture you want to send and click 'Open' on that popup screen. (The area near the 'Attach a File' link will show the progress of attaching.)</li> <li>Add any text to the body of the email</li> <li>Click the 'Send' button.</li> </ul>